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PHYSICAL SECURITY DIVISION

HIGHLIGHTS FOR NOVEMBER 1974

During this reporting period, a total of 21 comprehensive security surveys were conducted at the following installations:

25X1A



An extensive investigation concerning two missing documents from an outgoing field pouch was conducted. As a result, recommendations were provided the appropriate Headquarters element relative to initiating new procedures which should mitigate the future mishandling of outgoing pouch material.

Headquarters Security Branch personnel met and escorted representatives from two foreign TV networks during the past month. Members of a Swedish TV network and the British Broadcasting Company were given permission by the Special Assistant to the DCI to take movies from outside the compound at the Parkway and Route 123 gates.

Occurred

A representative of Headquarters Security Branch provided on the scene reporting and assistance ~~of~~ <sup>to</sup> a bank robbery attempt at the Lynn Building in Rosslyn. ~~The~~ <sup>The</sup> ~~He~~ directed and assisted the FPOs in ~~Magazine~~ Building in clearing personnel away from the windows and areas of possible danger. Agency personnel were warned of the dangerous situation that existed as they departed at the close of business from the Key, Ames and Magazine Buildings.

The Mail Surveillance Program conducted by the Mail and Courier Branch, OL declared five items suspect during the reporting month. These items were radiographed, inspected and declared safe by the Safety Branch. This brings this year's total to sixteen suspect items processed by the Branch.

25X1A

A Safety Orientation Course was presented to a group of security officers at ~~██████████~~ during the reporting month.

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25X1A

Six inspections were conducted concerning Industrial Hygiene and Life Safety Codes. One of these inspections resulted in the closing of the Office of Communications Encapsulation Process at [redacted] until such time as an analysis of the safety hazards is made and corrective action taken to provide a safe work environment.

PHYSICAL SECURITY DIVISION

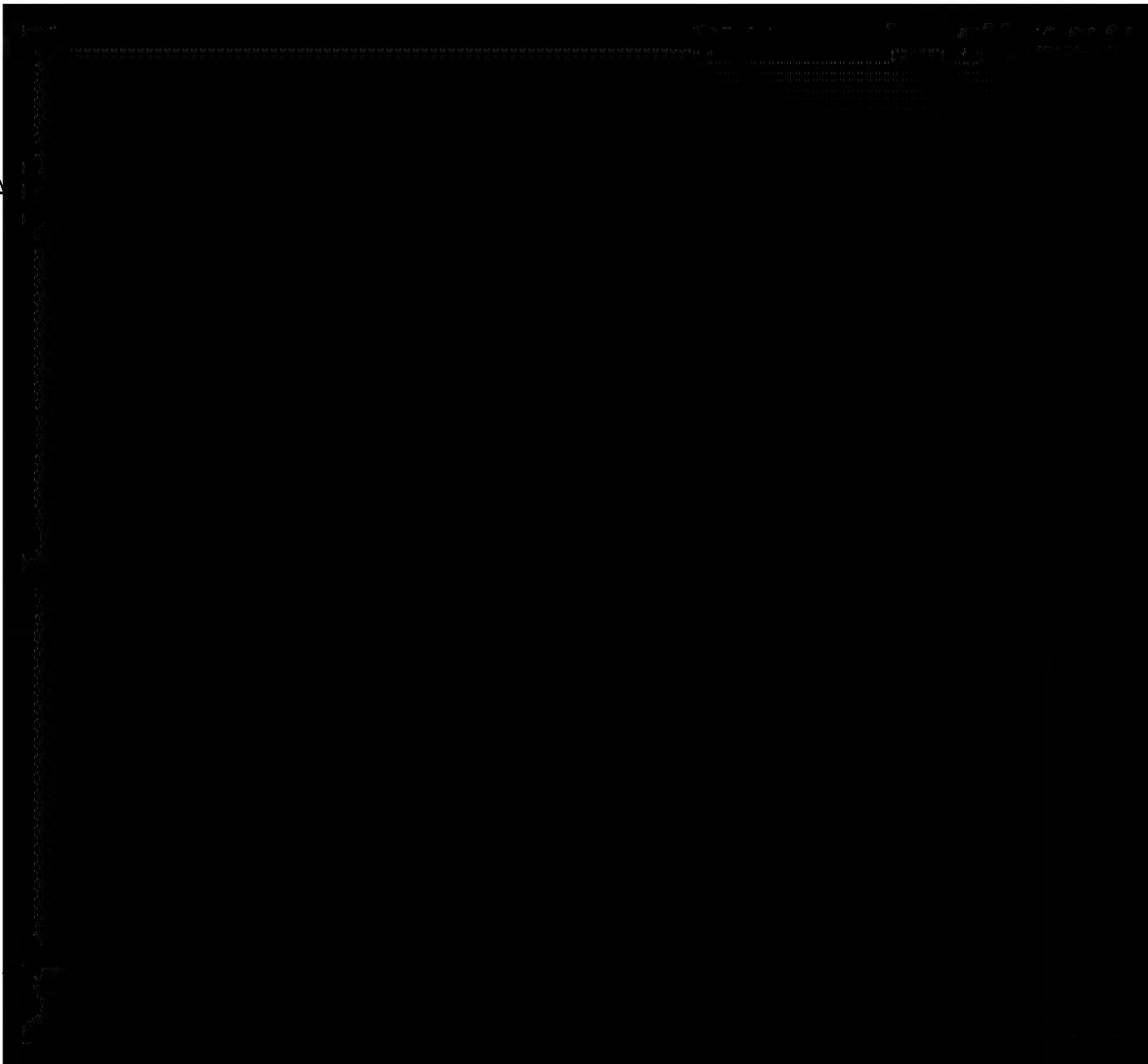
Office of Security

Monthly Report NOVEMBER 1974

Monthly Cumulative  
Total FY-75

1.

25X1A



2.

PhySD Monthly Report for NOVEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<b>SECURITY VIOLATION PROGRAM</b>		
Headquarters Investigations Completed	60	320
Overseas Violations Correlated	20	123
<b>SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS</b>		
(Capitol Hill Appearances, Escorts, etc.)	5	12

**3. HEADQUARTERS ACTIVITIES**

<b>Security Duty Office</b>		
Incidents Involving Written Reports	107	453
Security Assistance Cases	1,471	8,395
Security Inspections of Agency Facilities	240	1,094

25X1A [REDACTED]

<b>Security Services</b>		
Security Equipment Service Calls	757	9,947
Special Support Assignments	10	154
[REDACTED] Escort Assignments	645	3,141
Armed Escort Assignments	9	185

**4. SAFETY**

<b>Safety Surveys</b>		
Special Safety Inspections	1	7
Accident Investigations	12	37
Accident Reports Processed	2	9
Analytical and Statistical Reports Prepared	65	260
	7	9

PhySD Monthly Report for NOVEMBER 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<b>4. SAFETY (continued)</b>		
Training and Briefing Sessions	21	53
Safety Literature Distributed	1,325	18,189
Fire Alarm Tests Conducted	1	5
Support Actions	12	107
<b>5. PHYSICAL SECURITY DIVISION TRAVEL</b>		
Man-days on Overseas TDY	62	172
Man-days on Domestic TDY	12	79
Total Man-days on TDY	74	251
<b>6. PHYSICAL SECURITY DIVISION PERSONNEL</b>		
<b><u>IN TRAINING</u></b>		
Man-days in Internal Training	3.8	44.8
Man-days in External Training	.8	27.1

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25X1A

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PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report NOVEMBER 1974

Monthly

Cumulative  
Total FY-75

1.

25X1A

2.

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PhySD Monthly Report for NOVEMBER 1974 (Continued)

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SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS		
(Capitol Hill Appearances, Escorts, etc.)	<u>5</u>	<u>12</u>

3. HEADQUARTERS ACTIVITIES

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Security Services			
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PPG-171-1  
10 Dec. 74

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/PhySD/OS

EXTENSION

NO.

DATE

10 Dec 1974

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DEC 10 15 09 '74

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